

**TOWN COUNCIL  
SPECIAL MEETING  
MAY 1, 2002**

Mayor Venis called the meeting to order at 6:05 p.m. Those present were Mayor Venis, Vice-Mayor Clark, and Councilmembers Paul, Starkey, Truex. Also present were Town Administrator Willi attorney Mr. Connick (arrived at 6:15 p.m.) and Town Clerk Muniz recording the meeting.

**1. Introduction by Herb Hyman, CPPB, Procurement Manager**

Procurement Manager Herb Hyman explained the purpose of the meeting.

**2. Interview of Telecommunication Consultants**

**A) Miller and Van Eaton**

Matt Ames distributed two packets and explained that the packets included background on the company and credentials. He described the mission of the company.

Christine Mallone spoke of her company's background and stated that they had worked with municipalities nationwide since 1996. She advised of how her company worked as a team and stated that the same design techniques were used for industries and local governments. Ms. Mallone spoke of the advancements of technology, especially in telecommunications. She explained that the technical analysis her company performed was based on the needs and priorities of the client.

Councilmember Truex asked what the timeline would be. Mr. Ames stated approximately six months. Ms. Mallone stated that the actual time was two months, but it would be drawn out because of Council's schedule.

**B) Cityscape**

Susan Rabo spoke of her qualifications and experiences with telecommunications, especially with local governments. She advised of the history of her company and its competencies in the field of telecommunications. Ms. Rabo explained the process by which a telecommunications system would be developed within the Town, which included dialogue with staff regarding priorities, needs, and strategies. She explained that the master plan process would address heights, locations, and numbers and this information could be built into the ordinance.

Ms. Rabo provided a copy of the summation of Cityscape's presentation.

David Snavelly advised of his qualifications and expertise in the area of telecommunications nationwide. He spoke of the master plan and how it could assist the Town with having a comprehensive ordinance. Mr. Snavelly described Cityscape's reputation with neighboring communities.

Vincent LaTorre spoke of his qualifications and expertise with telecommunications. He discussed the advances in cell tower technologies and future requests for locations.

Councilmember Starkey asked if municipalities could force companies to supply poles that were "stealth." Mr. LaTorre indicated that this could be written into an ordinance and recommended that providers were "enticed" to provide stealth poles by making the permitting process easier.

Councilmember Truex asked what the expected timeline was. Mr. LaTorre stated that something could be in place by September 2002.

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Councilmember Paul asked what type of fees the two firms charged for their services. Mr. LaTorre indicated that there were many variables that composed the fees. Once the system was factored out, Cityscape would provide a flat fee that would be paid as services were completed. Ms. Rabo stated that the cost would be approximately \$75,000.

Ms. Mallone also indicated that many factors composed the fee. She indicated that the hourly rate was \$60 - \$150 per hour and the rate was determined upon the actual services rendered.

Mr. Ames indicated that his hourly rate was \$230.00 and his associates billed between \$150 and \$190. He stated that fixed fees were also negotiable.

**3. Ranking and Selection by Town Council**

Mr. Hyman distributed ranking sheets to Council. He explained the process for choosing the firm, which would provide telecommunication services for the Town. After tallying the ranking sheets, Mr. Hyman announced that Cityscape ranked first with seven points and Van Eaton and Miller ranked second with eight points.

There being no further business to discuss and no objections, the meeting adjourned at 6:48 p.m.

Approved \_\_\_\_\_

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Mayor/Councilmember

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Town Clerk